

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB00-76

Date: March 23, 2001  
Expiration Date: 06/30/01  
69:130:cg:4533

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA THIRD QUARTER REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide instructions regarding third quarter reporting requirements under the Workforce Investment Act (WIA). These instructions will be needed to report financial data for the following funding:

- Title I Early Youth (GC 340)
- Youth (GC 301)
- Adult (GC 201, 202),
- Dislocated Worker (GC 501, 502)
- Rapid Response 25% (GC 540, 541, 542, 543)
- National Reserve Account (GC 723, 724, 727, 728, 729)
- Veterans Workforce Investment Program (VWIP GC 377, 378)
- Title II (JTPA) to Title I (WIA) Transition (GC 111, 112, 221, 222, 271, 276)
- Title III (JTPA) to Title I (WIA) Transition (GC 516, 556, 557, 558, 572, 573, 604, 606, 608)
- WIA 15% Statewide Activities, includes Veterans (GC 197, 198, 213, 290, 609, 610, 614)
- O-Net Project (GC 799 – Yolo County only)

Expenditures for the above funding streams should be reported as cumulative from the beginning of the sub-grant to the end of the quarter (i.e., 07/01/00 through 03/31/01 for all funding streams except “early” youth). Beginning dates for “early” youth will vary depending on the date Local Workforce Investment Areas (LWIA) accepted their “early” youth funding (either 04/01/00 or 05/01/00).

All Subgrantees are required to transmit financial information and Individual Participant Data (IPD) in electronic format (direct transmission) through the Job Training Automation (JTA) system. The electronic transmission for required reports is due no later than close of business on April 20, 2001. Please refer to WIA Information Bulletin WIAB00-44, *WIA Participant Reporting*, dated December 1, 2000, for further guidance regarding participant reporting requirements.

The Workforce Investment Division is currently working on automating the Veteran Participant Report Summary. In the interim, all veteran providers served with grant codes 377, 378, 609, and 610 need to manually complete the "Veteran Participant Report Summary" (in addition to submitting the IPD electronically) to collect data that is required to report to U.S. Department of Labor, Veterans' Employment Training Service. A copy of this form is provided in "*Attachment 1.*" All veteran providers need to fax a hard copy of the completed Veteran Participant Report Summary form that is due April 20, 2001, to Karen Yuke, Performance Management Unit, at (916) 654-9586. When the Veteran Participant Report Summary is automated, you will no longer need to fax a hard copy of the report form.

Subgrantees who are not electronically linked to the JTA system for reporting purposes must submit their financial reports by fax no later than close of business on April 20, 2001. Copies of the forms are provided in "*Attachments 2 and 3.*" All faxed transmittals must be supported by original signed hard copies. Fax reports to Martha Overman at (916) 654-9586.

All Title II and Title III funds transitioned from JTPA to WIA are subject to recapture if not spent by the designated deadline dates for each funding source. Title II (1998) funds must be fully spent by June 30, 2001; Title II (1999) and Title III (1999) funds must be fully spent by June 30, 2002. Therefore, LWIAs/subgrantees are encouraged to use the First In/First Out (FIFO) accounting method to expend all funds transitioned from JTPA to WIA.

Instructions for reporting Administration costs in the WIA Directive WIAD00-3, *Adult and Dislocated Worker Split Funding for PY 2000*, dated September 11, 2000, stated, "funds from the Adult, Dislocated Worker, and Youth funding streams may be pooled and spent on the overall administration of the WIA program." Although Administration costs for these funding streams may be pooled, LWIAs/subgrantees are to report their total Administration costs so as **not** to exceed the 10 percent administration allotment for the grant code being charged. If administration costs reported exceed the 10 percent cap (for the Grant Code), the JTA system will display an error message and not allow entries to be captured. An update of the entry must be made before the system will allow the completion of the reporting process.

If you have questions on financial data, please contact Judi Bauman, Financial Management Unit (FMU), at (916) 654-8276 or Martha Overman, FMU, at (916) 657-2744. For questions regarding participant data, please contact Karen Yuke, Performance Management Unit, at (916) 654-7585. For JTA questions, please contact the Automation Customer Support Unit's help desk at (916) 653-0202.

/S/ BILL BURKE  
Chief

Attachments

## Workforce Investment Act DRAFT Veteran Participant Report Summary

1. SUBGRANTEE NAME AND ADDRESS	2. SUBGRANTEE CODE:				
	3. GRANT CODE:				
	4. REPORT PERIOD:				
	5. DATA SOURCE:				

  

<b>I. SUBGRANT INFORMATION</b>					
A. Report Revision Number:					
B. Subgrant/Contract Number:					
C. Subgrant Term:		From:                    /    /			
		To:                        /    /			
	<b>Quarter Totals</b>				<b>Cumulative Total</b>
<b>II. PERFORMANCE GOALS</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	
A. Total Assessments					
B. Total Participants (Enrollments)					
D. Employment Development Plan					
D. Total Job Placements Svcs					
E. 90 Day Follow Up					
F. 180 Day Follow Up					
G. Total Placements (before exit)					
H. Total Placements (after exit)					
I. Total Exited					
<b>III. CORE TRAINING</b>					
A. Classroom Training					
B. On-The-Job Training					
C. Remedial Education					
D. Literacy/Bilingual Training					
E. Institutional Skills Training					
F. Occupational Skills Training					
G. On-Site Industry Specific Training					
H. Customized Training					
I. Apprenticeship Training					
J. Upgrading Or Retraining					
K. Supportive Services					
L. Other (Specify)					
<b>IV. ANCILLARY SERVICES</b>					
A. Counseling and/or Vocational Guidance					
B. Job Search Assistance					
C. Case Management					
D. Job Club					
E. Work Experience					
F. Tools/Fees/Etc.					
G. Other (Specify)					

<b>V. ENROLLMENT GOALS</b>					
A. Campaign or Wartime Veterans					
B. Service-connected Disabled Veterans					
C. Recently Separated Veterans					
D. Veterans w/significant barriers					
<b>VI. TARGETED SUBGROUPS (ENROLLED)</b>					
A. Youth Veterans (20-24 years)					
B. Economically Disadvantaged Veterans					
C. Welfare/Public Assistance Recipients					
D. Female Veterans					
E. Homeless Veterans					
F. African-American Veterans					
G. Hispanic American Veterans					
H. Native American Veterans					
I. Other Minority Veterans					
<b>VII. TARGETED SUBGROUPS (PLACED)</b>					
A. Youth Veterans (20-24 years)					
B. Economically Disadvantaged Veterans					
C. Welfare/Public Assistance Recipients					
D. Female Veterans					
E. Homeless Veterans					
F. African-American Veterans					
G. Hispanic American Veterans					
H. Native American Veterans					
I. Other Minority Veterans					
<b>VIII. BENCHMARKS</b>					
A. Average Wage at Placement					
B. Placement Rate					
C. Termination Rate					
E. Average Wage at 90 Days					
F. Employed at 90 Days					
G. Not Employed at 90 Days					
H. Average Wage at 180 Days					
I. Employed at 180 Days					
J. Not Employed at 180 Days					

Subgrantee Code: Grant code: Term:	LWIA Name: Title I Report Period:		
<b>I. SUBRANT INFORMATION</b>			
1. Year of Appropriation			
2. Rev. No.			
3. Subgrant / Contract Number			
4. Subgrant Term: From			
To:			
5. Total Allotment	\$		
6. Final Report (Y/N/C)			
<b>II. TOTAL EXPENDITURES</b>	\$		
<b>III. ADMINISTRATIVE EXPENDITURES</b>			
1. TOTAL ADMINISTRATIVE EXPENDITURES	\$		
<b>IV. OTHER REPORTABLE ITEMS (ADMIN)</b>			
1. Non-Fed Supp (Stand-In)	\$		
<b>2. Unliquidated Obligations</b>	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
<b>V. CUMULATIVE EXPENDITURES (PGM)</b>			
1. Core Self Services	\$		
2. Core Registration Services	\$		
3. Intensive Services	\$		
4. Training services	\$		
5. Other / Rapid Response/ NRA / NEG	\$		
<b>6. TOTAL PROGRAM EXPENDITURES</b>	\$		
<b>VI. OTHER REPORTABLE ITEMS (PGM)</b>			
1. Non-Fed Supp (Stand-In)	\$		
<b>2. Unliquidated Obligations</b>	\$		
3. Program Income Earned	\$		
4. Program Income Expended	\$		
5. Incentive Funds Expended	\$		
<b>VII. COMMENTS</b>			
<b>VIII.</b>			
<b>1. Name</b>	<b>2. Title</b>	<b>3. Phone Number</b>	
<b>4. Contact Name</b>	<b>5. Title</b>	<b>6. Contact Phone</b>	<b>7. Date Submitted</b>

Subgrantee Code: Grant code: Term:	LWIA Name: Title I Report Period:	
<b>I. SUBRANT INFORMATION</b>		
1. Year of Appropriation		
2. Rev. No.		
3. Subgrant / Contract Number		
4. Subgrant Term: From		
To:		
5. Total Allotment	\$	
6. Final Report (Y/N/C)		
<b>II. TOTAL EXPENDITURES</b>	<b>\$</b>	
<b>III. ADMINISTRATIVE EXPENDITURES</b>		
1. TOTAL ADMINISTRATIVE EXPENDITURES	\$	
<b>IV. OTHER REPORTABLE ITEMS (ADMIN)</b>		
1. Non-Fed Supp (Stand-In)	\$	
<b>2. Unliquidated Obligations</b>	\$	
3. Program Income Earned	\$	
4. Program Income Expended	\$	
<b>V. CUMULATIVE EXPENDITURES (PGM)</b>		
1. Youth In-School	\$	
2. Youth-Out-of School	\$	
3. Other	\$	
4. TOTAL PROGRAM EXPENDITURES	\$	
4.a. Youth Summer Employment Opportunities	\$	
<b>VI. OTHER REPORTABLE ITEMS (PGM)</b>		
1. Non-Fed Supp (Stand-In)	\$	
<b>2. Unliquidated Obligations</b>	\$	
3. Program Income Earned	\$	
4. Program Income Expended	\$	
<b>VII. COMMENTS</b>		
<b>VIII.</b>		
1. Name	2. Title	3. Phone Number
4. Contact Name	5. Title	6. Contact Phone
		7. Date Submitted